General Note to CCI Applicants:

NTIA has released updated CCI Grant Guidance on Monday, March 22, 2010 on www.broadbandusa.gov. The updated sections of the guidance have been marked with yellow call outs. Please refer to this new guidance when preparing your application.

Note that as of 3/21/2010, an updated version of the CCI Detailed Budget template has been provided in Easygrants and under the Download Application section on www.broadbandusa.gov.   This updated template includes an additional column in the Detailed Project Costs worksheet that will allow Applicants to specify, for line items that will be included in the cash match, what percentage of the line item will be funded from the cash match. It is not required for Applicants to use the new template— Applicants that submit their detailed budget using the previously available template will not be penalized. In the previous version of this template, selecting —Cash Match in column C indicates that 100% of the line item will be paid from the cash match.

For problems with adding rows in the excel spreadsheets:
PC Users:
"Select" a blank row(s) within ***the designated formatted areas*** with the left click button. Right click and "Insert" on the selected rows. Do this as many times as needed for additional rows. This will ensure that the formatting is carried over to the new rows. **NEW BLANK ROWS CAN ONLY BE ADDED IN THE DESIGNATED FORMAT AREAS.** NTIA has locked some portions of this Excel file to limit the manipulation of formulas and fields.

MAC Users:
MAC users do not have an easy ability to "Insert" rows. Please find someone with a PC to insert rows into the template. Have them "Select" a blank row(s) within ***the designated formatted areas*** with the left click button. Right click and "Insert" on the selected rows. Follow these steps as many times as needed for additional rows. This will ensure that the formatting is carried over to the new rows. **NEW BLANK ROWS CAN ONLY BE ADDED IN THE DESIGNATED FORMAT AREAS.** NTIA has locked some portions of this Excel file to limit the manipulation of formulas and fields.

The file with the additional rows can then be used on a MAC. If that solution is not available, please contact the help desk and specifically describe how many rows you would like added and where they should be inserted on the form. The help desk will then send you an updated template with the additional rows.

For problems with SF 424 C & D Budget Form
The most common problem applicants are having with this form is that they cannot save data in the version they download.   This problem is because they are working in Adobe Acrobat Reader or on a web browser, instead of a PDF creator like Adobe Acrobat Professional. In order to successfully save data, the user must:

1) Download the form from Easygrants or the Download Application section of www.broadbandusa.gov and save it to their hard drive

2) Open the form using a PDF creator like Adobe Acrobat Professional (Version 7.0 or higher) and NOT Adobe Acrobat Reader. (See the EasyGrants FAQs on www.broadbandusa.gov for recommendations for other PDF products).

3) Enter data and click "save"

For problems with Password Protection (PC and MAC)
Several of the Excel uploads have been password protected to ensure that applicants only enter data in the prescribed fields. This password protection should not prohibit an applicant's ability to upload the file successfully or submit an application.

For notification of a "Workbook is Empty" error message after uploading a file (and Easygrants cannot complete a successful conversion)
This is the result of a small corruption issue with the XLS file you are uploading. To rectify this, please open your work book, make a small change and resave. Delete the current spreadsheet on Easygrants and upload your new file.